

STAFF REPORT

Meeting Date: September 17, 2003

TO: LAFCO Commissioners
FROM: Everett Millais, Executive Officer
SUBJECT: October and November or December Meeting Times and Dates

RECOMMENDATION:

- A. Direct staff to notice the start of the October 15, 2003 regular meeting to be 8:30 a.m.
- B. Cancel the regular meeting of November 19, 2003 and set special meeting for Wednesday, December 3, 2003 starting at 9:00 a.m.

DISCUSSION:

The Commission's By-laws provide that the regular meetings of the Commission will be held on the third Wednesday of each month (except June, August and December), starting at 9:00 a.m. The agenda for the regular meeting of Wednesday, October 15, will contain public hearings on the Sphere of Influence amendment and the reorganization proposal filed by the City of Fillmore for the Heritage Park project, and the municipal service reviews for the 11 water and/or wastewater agencies in the Ojai/Ventura area. Because of these agenda items the Commission has previously agreed to schedule an all day meeting, as necessary, on October 15 rather than the typical adjournment time of 12 noon or before.

Since the July meeting and the decision to meet all day, as necessary, on October 15, Commissioner Long has requested that the Commission recess from 11:30 a.m. to 1:30 p.m. so that she may attend a speaking engagement in Fillmore. Such a recess is entirely up to the Commission, but should be able to be accomplished easily based on staff's current knowledge of agenda matters to be considered. In reviewing this timing question

COMMISSIONERS AND STAFF

| | | | |
|---|--|---|---|
| COUNTY: Steve Bennett Kathy Long <i>Alternate:</i> Linda Parks | CITY: John Zaragoza, Vice Chair Evaristo Barajas <i>Alternate:</i> Don Waunch | SPECIAL DISTRICT: Jack Curtis Dick Richardson <i>Alternate:</i> Ted Grandsen | PUBLIC: Louis Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess |
| EXECUTIVE OFFICER: Everett Millais | PLANNER III: Hollie Brunsky | CLERK: Debbie Schubert | LEGAL COUNSEL: Noel Klebaum |

with the Commission's Chair, however, and to help ensure that the Commission has sufficient time to conduct all necessary business on October 15, it is recommended that the Commission formally direct staff to provide notice that the meeting will start at 8:30 a.m. rather than the standard 9:00 a.m. start time.

Please check your calendars in advance of the September meeting to determine if you will be available to start the October 15 meeting at 8:30 a.m.

In discussing meeting schedules with the Commission in July it was noted that there is a conflict between the Commission's regular meeting date of Wednesday, November 19, and a California State Association of Counties (CSAC) meeting on the same day. The following Wednesday (November 26) is the day before Thanksgiving and for at least the last three years the Commission has decided not to meet that close to the Thanksgiving holiday. For these reasons, it is recommended that the Commission cancel the regular meeting of November 19 and set a special meeting for Wednesday, December 3, 2003. This would be the last LAFCO meeting of 2003.

Please check your calendars in advance of the September meeting to determine if you will be available to meet on Wednesday, December 3, 2003, starting at 9:00 a.m.